

ISLAND COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

BASIC PLAN

I. INTRODUCTION

A. MISSION

To prepare for and protect lives, property, economy, and the environment of Island County in the event of a natural or manmade emergency or disaster.

B. PURPOSE

Establish emergency management responsibilities, functions, and specific tasks of the Island County Department of Emergency Management (DEM), county departments, commissions, boards, and councils. This document establishes a comprehensive plan for countywide preparedness, response, and recovery activities. Mitigation planning is addressed in the Island County Multi-jurisdictional Hazard Mitigation Plan published separately

C. SCOPE

This plan considers the emergencies and disasters likely to occur as described in the Island County Hazard Identification and Vulnerability Assessment (HIVA) and describes:

1. Functions and activities necessary to implement the three phases of emergency management: preparedness, response and recovery.
2. This plan applies to Island County governmental departments and offices and the unincorporated portions of Island County. It includes the responsibilities relative to state and federal disaster assistance programs under Public Law 93-288, as amended, Chapter RCW 38.52, and other applicable laws. The jurisdictions of Coupeville, Langleys, and Oak Harbor maintain their own emergency management programs.
3. Use of government, private sector, and volunteer resources.
4. Efforts encouraging citizen self-sufficiency.

II. POLICY

A. AUTHORITY

This plan is developed, promulgated, and maintained pursuant to the following county, state and federal statutes and regulations. The ordinances, agreements, laws and regulations cited below, and in the Emergency Support Functions (ESF) are available for review in the county DEM office.

1. Local

Island County Code Chapter 9.24A, Emergency Services

2. State

- a. Chapter 38.08, RCW, Powers and Duties of Governor.
- b. Chapter 38.12 RCW, Militia Officers.
- c. Chapter 38.52 RCW, Emergency Management.
- d. Chapter 38.54 RCW, Fire Mobilization.
- e. Chapter 39.34 RCW, Interlocal Cooperation Act
- f. Chapter 43.06 RCW, Governor's Emergency Powers.
- g. Chapter 43.105 RCW, Washington State Information Services Board (ISB).
- h. Title 118, WAC, Military Department, Emergency Management.
- i. Public Law 105-19 Volunteer Protection Act of 1997.

3. Federal

- a. United States Code (USC): Title 42, Chapter 68, Disaster Relief.
- b. Code of Federal Regulations (CFR): Title 44, Emergency Management and Assistance.
- c. Public Law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- d. Public Law 96-342, Improved Civil Defense 1980.

- e. Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA).
- f. Public Law 920 Federal Civil Defense Act of 1950, as amended.
- g. National Response Framework, January 2008
- h. National Incident Management System (NIMS), December 2008

B. ASSIGNMENT OF RESPONSIBILITIES

This plan presents the responsibilities of county departments and other organizations. Specific responsibilities are listed in Section V, Responsibilities.

- 1. **Citizen Preparedness.** The County shall not substitute government services for individual responsibility during a threatened or actual disaster. Accordingly, citizens are expected to be aware of a developing or occurring hazardous event and to respond in a safe, responsible manner. Citizens are also encouraged to be prepared and to be self-sufficient for at least seventy-two hours during a disaster.
- 2. **Warning Systems.** The governmental entities of Island County rely on the hazard warning capabilities of local, state, federal, and commercial media. Citizens are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather or flooding. When there is a demonstrated need, particularly if timeliness is crucial to protect life and property, the affected governmental entities may supplement existing warning systems. Supplemental measures will depend on the nature of the hazard, the quality and quantity of information available, resources available, media attention, and other situational factors. Supplemental measures will focus on enhancing or amplifying the information being provided through existing sources and, to the extent practicable, upon participatory systems activated at the neighborhood or community level.

C. LIMITATIONS

- 1. No guarantee of a perfect system is implied by this plan. Island County assets and personnel may be overwhelmed. Governmental entities of Island County can endeavor only to make a reasonable effort to respond to each emergency based on the situation, information, and resources available at the time.

2. There is no guarantee implied by this plan that perfect mitigation, preparation, response, and recovery will be practical or possible.

D. MANAGEMENT PRIORITIES

1. Disaster management priorities shall be based on the prevailing situation and on-scene circumstances. For planning purposes the following county priorities are established:
 - a. Protect human life
 - b. Stabilize the incident.
 - c. Protect property and the environment.
2. Nondiscrimination. Local activities pursuant to the Federal/State Agreement for major disaster recovery shall be carried out in accordance with 44 CFR 205.16 (Nondiscrimination in Disaster Assistance). No services shall be denied on the basis of race, color, religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical disability.
3. Public Information. To the extent possible and whenever reasonably practical, accurate, timely, and consistent information shall be disseminated to the public when the emergency operations center (EOC) is activated. The involved government entities shall coordinate the development and dissemination of all disaster related public information through the EOC Public Information Officer (PIO) or the Joint Information System (JIS) if established.
4. Suspension of day-to-day activities. Day-to-day functions that do not contribute directly to disaster response or recovery operations may be completely or partially suspended for the duration of the public emergency. The efforts that would normally be required for those functions shall be redirected to accomplish disaster management tasks.

III. SITUATION

A. EMERGENCY/DISASTER CONDITIONS AND HAZARDS

1. Emergencies or disasters can occur with or without warning causing human suffering, injury and death, property damage, environmental degradation, loss of essential services, economic hardship and disruption to local jurisdictions, county, and state.,
2. The Island County Hazard Identification and Vulnerability Assessment (HIVA) provides information on the natural and man-

caused hazards throughout the county. The HIVA assesses the county's vulnerability to hazards, provides a methodology for analyzing hazards, and provides the basis for this plan.

3. Island County is vulnerable to the natural hazards of drought, earthquake, flood, landslide, severe storm, tsunami, volcano eruption effects, and wildland fires.
4. Island County is vulnerable to man-caused hazards associated with civil disturbances, hazardous materials spills and releases, natural gas pipelines, radiological contamination, terrorism, transportation incidents, and urban fires.

B. PLANNING ASSUMPTIONS

1. Some emergencies or disasters will occur with enough warning that appropriate notification will be issued to ensure some level of preparation. Other situations will occur with no advanced warning.
2. Hazards can occur simultaneously or consecutively, such as a winter storm with local flooding or an earthquake during winter followed by an influenza epidemic. Island County can also suffer from hazards occurring elsewhere that, cause shortages in Island County of such essentials as electricity, petroleum products, natural gas, and food.
3. The initial response by the county government will be to take actions that have the greatest potential to save life and protect critical public infrastructure.
4. Assets and systems may be overwhelmed, especially during the first few days of a disaster. Accordingly, citizens will most likely be on their own and should be prepared to be self-sufficient for seventy-two hours or more.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. The Director, Island County Department of Emergency Management (ICDEM or DEM) is responsible for the organization, administration and operation of the emergency management program and for managing and coordinating the county's emergency management activities.
2. The emergency and disaster response and recovery functions of county government and county organizations with responsibilities presented elsewhere in this plan will generally parallel their

normal, day-to-day activities.

- a. The towns of Coupeville, Langley, and Oak Harbor have emergency plans and leadership to direct emergency response and recovery operations within their jurisdictions.
 - b. After local jurisdiction declarations of emergency, Island County will coordinate with each jurisdiction as required by the circumstances and provide available resources or request resources from the state.
3. The initial response to an emergency or disaster, or the threat of one, will generally be in accordance with the measures outlined in the Emergency Support Functions (ESF's) supporting this plan. A listing of ESFs is provided in Table 1.

Table 1: Emergency Support Functions (ESF)	
ESFs outline the general guidelines by which county organizations will carry out the responsibilities assigned in the Comprehensive Emergency Management Plan.	
1. Transportation	9. Search and Rescue
2. Communications and Warning	10. Oil and Hazardous Materials Release
3. Public Works and Engineering	11. Agriculture and Natural Resources
4. Fire Services	12. Energy
5. Emergency Management	13. Public Safety and Security
6. Mass Care Emergency Assistance,	14. Recovery
7. Logistics - Resource Management	15. External Affairs and Public Information
8. Public Health and Medical Services	20. Military Support to Civil Authorities

4. Overall direction, control, and coordination to support community response to an emergency or disaster will be established using National Incident Management Systems (NIMS) standardized procedures and the Incident Command System (ICS). The Island County emergency operations center (EOC), when activated, will support the incident commander (IC) and will function in the multiagency coordination role. The EOC will be equipped and staffed to:
- a. Collect, record, analyze, display, and distribute information.

- b. Coordinate public information and warning.
- c. Coordinate county government emergency response and recovery.
- d. Support incident commanders by coordinating the management and distribution of information, resources, and the restoration of services
- e. Conduct appropriate liaison and coordination activities with all levels of government, public utilities, volunteer and civic organizations, and the public.
- f. When a situation exists that exceeds or threatens to exceed Island County's ability to respond, the incident commander will request assistance through mutual aid agreements and the EOC. If disaster response requirements exceed or threaten to exceed these combined capabilities, or if the requested assistance is unavailable, the EOC will request assistance from the Washington State Emergency Management Division (EMD). Initial assistance may be requested with or without a formal declaration of local emergency.
- g. The county's disaster recovery efforts are discussed in ESF-14, Recovery.
- h. In accordance with R.C.W. 38.52.070 each political subdivision of the state is authorized and directed to establish a local emergency management organization or be a member of a joint local organization. Additionally, under the provisions of RCW 39.34.030, any political subdivision is authorized to contract with any other for services such as emergency management. ICDEM maintains the emergency management program for the unincorporated county.

B. DIRECTION AND CONTROL

- 1. General
 - a. Final responsibility for emergency management direction and control rests with the Board of Island County Commissioners (BOICC).
 - b. The emergency powers of the BOICC and the Director, DEM are contained in RCW 38.52.070.
 - c. The NIMS ICS is the designated incident management system for emergency operations in Island County.

Primary control of any incident or disaster remains with the on-scene incident commander unless formally passed to the EOC (when activated).

- d. In accordance with the NIMS ICS concept, the Island County EOC will normally function in the role of a multiagency coordination center providing support to one or more ICs.

2. Emergency Operations Facilities

- a. Primary and Alternate EOC.

The County EOC is located in the basement of the County Courthouse Annex, N.E. 6th Street, Coupeville. The designated alternate location is Oak Harbor Fire Station #81, 855 E. Whidbey Ave, Oak Harbor. The alternate EOC will be activated only when the use of the Coupeville facility is unsafe.

- b. Other EOCs

Island County will not normally establish additional EOC's. The towns of Coupeville, Langley, and Oak Harbor may establish their own EOCs or command posts. County level incident support will be provided only from the primary or alternate EOC. Circumstances of distance and geography may also require that a local EOC or area command post be established on Camano Island. The Camano Island Fire and Rescue Administrative Building has been designated as the Camano EOC.

3. Supervision

- a. When the EOC is activated, the EOC manager will provide overall leadership.
- b. The position of EOC manager will be filled at a level appropriate to the situation (activation levels are described in Section 4). Generally, the Director, DEM or designee will serve as the EOC manager during Watch and Phase I activations. The Director, DEM or designee will serve as the EOC manager during Phase II and III activations. However, when disaster strikes without warning, the first Island County or DEM staff person arriving at the EOC will assume the duties of EOC manager until relieved by one of the individuals mentioned above.
- c. Alternates for the Director, DEM in the role of EOC

manager are in order, the Director, Public Works, Island County Sheriff, and Deputy Director, Public Works.

4. EOC Activation and Activation Levels

a. Routine Operations – Watch- EOC Not Activated

(1) Situation

Weather watches and minor situations that have a potential to escalate. The EOC is not officially activated during this phase.

(2) Supervision

The DEM will provide the supervision and necessary staff. If the situation persists for an extended period of time, the Director, DEM may elect to move to a Phase I activation in order to secure additional shift staffing.

b. Phase 1: Low Impact Emergency

(1) Situation

Used for weather warnings and minor emergencies requiring minimal supervision, coordination and assistance. Situations usually involve a single jurisdiction with adequate resources available to handle the incident. A situation may be such that it can be more efficiently and effectively supported without a full EOC activation. There is no need to declare a local emergency.

(2) Supervision and Staffing

When necessary, the EOC will be activated with the Director, DEM or designee as EOC manager. The DEM will provide staffing, with additional personnel called as necessary.

(3) Actions Taken

Provide functional support to any incident commander. Continue monitoring the incident and gathering intelligence to facilitate possible requests for assistance and coordination. Incident may require county public information officer (PIO) support. The DEM/EOC staff initiates coordination with other jurisdictions to assess the situation and resources available.

c. Phase 2: Medium Impact Emergency

(1) Situation

The incident commander may require more assistance and the incident may involve more than one jurisdiction (Examples: large wildfires, moderate earthquake with damage, ferry accident, large aircraft accident, large HAZMAT spill/release and a major weather event). These types of incidents usually involve high media interest, collection of initial damage assessments. Planning should expect that escalation to Phase 3 might be necessary. It may also be necessary to recommend a local emergency be declared (formal declaration) and that the State EOC is notified.

(2) Supervision and Staffing

The EOC will be activated with the Director, DEM or designee as the EOC Manager. The DEM will provide staffing along with liaisons from the affected jurisdiction(s). DEM may ask for additional support personnel as necessary. The staff should be prepared for 24-hour operations.

(3) Action Taken

The EOC will act in the role of a multiagency coordination center. It will provide functional support to incident commander and other jurisdictions. Initial damage assessments should be requested. The county PIO will provide the media with updates and will establish a rumor control process. DEM prepares for a formal emergency declaration and warning is sent to EMD. DEM may prepare to activate amateur radio communications in support of the EOC. Active coordination is made with the local chapter of the American Red Cross for sheltering and mass care. Documentation is collected for all damage, decisions, and costs.

d. Phase 3: High Impact Emergency/Disaster Situation

(1) Situation

Any emergency requiring a high degree of coordination and generally involving state and federal assistance. In most cases, a local emergency will have already been declared to activate state

assistance.

(2) Supervision

The EOC will be activated with the Director, DEM as the EOC Manager. The EOC will be fully staffed at the outset. Staff should be prepared for 24-hour operations.

(3) Staffing

In the role of multiagency coordination center, the EOC will be staffed with representatives from the following county departments and non-county agencies:

Sheriff	Island Transit
Public Works	American Red Cross
Health	Fire District #2
Auditor	NAS Whidbey Island

(4) Actions Taken

Provide support and coordination with ICs, other jurisdictions, and the state EOC. Coordinate damage assessment process. Plan and prepare for the recovery phase. The County PIO provides the media with updates and establishes a rumor control process. The County acquires resources under a formal disaster declaration. DEM activates amateur radio communications under the Radio Amateur Civil Emergency Services (RACES) program and other emergency communications. The EOC continues coordination with American Red Cross for mass care and feeding, shelters, and damage assessments for private property. All EOC members collect documentation for all damage, decisions, and costs.

C. EMERGENCY MANAGEMENT

The Island County DEM provides the following emergency management services to the unincorporated areas within the county:

1. Mitigation. Mitigation activities are those that help to eliminate or reduce the probability of a disaster or its effects. Mitigation activities are as follows:
 - a. Serve as the lead agency for Superfund Amendments and Reauthorization Act (SARA) Title III Federal Hazardous

Materials legislation in Island County that includes the coordination of the Local Emergency Planning Committee (LEPC).

- b. Maintains the Island County HIVA as mandated by (Washington Administrative Code) WAC 118-30-060(1). Supports local jurisdictions with assistance in review, revision, and updates.
 - c. Lead department for preparation and maintenance of the Local Hazard Mitigation Plan.
2. Preparedness. Preparedness actions develop response capabilities should a disaster occur and the community need to implement recovery and restoration activities. Preparedness activities include but are not limited to:
- a. Ensure that a complete and updated CEMP exists and is in place. Assists local jurisdictions with the review, revisions, and updates.
 - b. Will, upon request, provide support for the development of scenarios and conduct of exercises that will assist county and other jurisdictions with the ability to test and evaluate the effectiveness emergency preparedness plans and the operation of the Incident Command System.
 - c. Organize, equipment, train, and exercise the county EOC.
 - d. Notify local jurisdictions of training programs offered by the state and federal government pertaining to emergency management activities. Receive and review applications for training courses at the National Emergency Management Institute and coordinate acceptance with state EMD.
 - e. Coordinate with the American Red Cross (ARC) in the development of plans and procedures to include food and shelter for the public during a disaster.
 - f. Upon request, serve in an advisory capacity to local jurisdictions concerning emergency management issues.
 - g. Manage and coordinate the RACES program for emergency communication services for Island County.
 - h. As necessary, acquire legal advice through the county Prosecutor's Office pertaining to the Island County DEM and its activities and responsibilities.

- i. On an annual basis, plan and conduct at least one full-scale exercise of the CEMP that will be available for all of the interested local jurisdiction personnel. A declared emergency by the BOICC (involving EOC activation) shall fulfill this requirement.
 - j. Provide the current state and federal adopted safety information on earthquakes and other pertinent disaster training information to public and private school districts within Island County.
 - k. Plan and conduct local training and exercises that meet the state/federal training requirements. Provide technical assistance and support to county departments that have first responder or emergency response responsibilities
3. Response. Disaster response is the actual provision of services during a disaster. These activities help reduce casualties, property damage, and speeds the recovery process. Response activities are as follows:
- a. Coordinate with state and federal agencies for resources to support assistance operations when the situation is beyond the county's capability to respond to the disaster or emergency conditions.
 - b. Provide and operate a radio communication system dedicated exclusively for the coordination, direction, and control of emergency management operations during emergencies and/or disasters.
 - c. Provide emergency instructions to the public through the use of the area Emergency Alert System (EAS) radio interface located at Island Communications (ICOM). This includes maintenance and monthly testing of the EAS.
 - d. Maintain and, as necessary, activate the telephonic notification list for Island County government senior personnel.
 - e. Coordinate with the local news media to provide timely and relevant public safety announcements and emergency broadcast information.
 - f. Request a state mission number for emergency management events and activities in Island County.

- g. Serve as the initial local warning contact point and evaluate notification information sources regarding potential threats to the community. If it is apparent that an emergency is imminent, selected senior county personnel and elected officials will be notified.
4. Recovery. Disaster recovery contains short and long term elements. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal or improved state of affairs. Recovery activities are as follows:
- a. Coordinate with the ARC to provide disaster victims with lodging and basic health and household needs.
 - b. Coordinate damage assessment survey teams with representatives from State EMD, FEMA, and local government representatives to conduct and document the initial damage assessment.
 - c. Coordinate with State EMD and FEMA to organize Public Assistance Program applicant briefings for impacted local jurisdictions. The briefings shall cover and explain assistance programs available and the procedures for obtaining such assistance.
 - d. Coordinate with State EMD and FEMA to arrange for disaster assistance centers to be set up and staffed. The centers will provide a centralized location with representatives from state, federal, county, and participating cities to assist disaster victims who reside in Island County.

V. RESPONSIBILITIES

A. GENERAL

- 1. Nearly all governmental entities and county organizations have disaster management responsibilities in addition to their routine duties. Specific responsibilities for Island County government departments are outlined below. Responsibilities for organizations not part of Island County government are voluntary unless otherwise covered by coordinated agreements. Figures 1 and 2, Support Annex C summarize the organizational relationships described below.
- 2. There may be times when events do not proceed as anticipated. When necessary, additional responsibilities may be assigned to offices and departments within Island County government whether listed herein or not.

B. RESPONSIBILITIES - General (For all Island County Offices/Departments)

1. In the resolution adopting this plan, the Board of Island County Commissioners (BOICC) has stated that the objective of the CEMP is to ensure the most effective use of all county resources during an emergency. In support of this plan, each agency, department director/elected official is responsible to:
 - a. Establish an emergency plan for continuity of essential operations within the department and capable of fulfilling assigned disaster missions, as provided in this plan. Establish policy and procedures for departmental chain of command and succession of authority.
 - b. Appoint liaisons and alternates to coordinate with the DEM in the development and maintenance of this plan and internal department procedures.
 - c. Establish procedures to provide for 24-hour contact to activate department plans and responsibilities.
 - d. Establish policy and procedures for the identification and preservation of essential department records.
 - e. Establish policies and procedures for accurate documentation of emergency decisions and disaster costs.
2. In the event of a disaster or major emergency, each county department is responsible for the following:
 - a. Assessing the impact of the event on department personnel, clients, facilities, equipment, and capabilities.
 - b. Coordinating resources requirements through the EOC, when activated.
 - c. Working to restore department essential services and capabilities as soon as possible.
 - d. Reporting damage assessment information to DEM on a continuing basis or as requested.
 - e. Keeping accurate records of costs, expenditures, overtime, repairs, and other disaster related expenditures.

C. RESPONSIBILITIES (For specified County departments)

The following Island County departments and organizations are assigned

specific disaster responsibilities in this plan based upon mandated functions and/or capabilities:

1. Director, Department of Emergency Management (DEM)
 - a. The Director, DEM shall be appointed by the BOICC. The Director's general duties shall be as follows:
 - (1) To prepare a CEMP for the county that conforms to the state emergency management plan.
 - (2) To control and direct the effort of the Island County emergency management organization.
 - (3) To direct coordination and cooperation between county governmental divisions and services and the DEM and to resolve questions of authority and responsibility that may arise between them.
 - (4) To represent the Island County in all dealings with public or private agencies pertaining to emergency management and disaster preparedness and response.
 - (5) Prepare DEM annual budget.
 - b. In the event of an emergency, the Director's duties shall include the following emergency responsibilities:
 - (1) To recommend to the BOICC actions on matters reasonably related to the protection of life and property as affected by such disaster.
 - (2) To obtain vital supplies, equipment, and such other resources needed for the protection of the life and property.
 - (3) To require services of any county/city officer or employee and in the event of a proclamation by the Governor of the existence of a disaster, to command the aid of as many citizens of this community is considered necessary in the execution of these duties. Such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered emergency management workers.
 - (4) To requisition the necessary personnel or material of any department or agency within the boundaries

of Island County.

2. Assessor
 - a. Provides for the re-evaluation of property, land, and buildings damaged or destroyed by natural or man caused incidents and adjusts taxes as necessary.
 - b. Provides trained personnel to complete damage assessment as part of the Local-State-Federal Damage Assessment Team following a disaster.
 - c. Processes applications for “Taxpayers Claim for Reduction of Assessment on Destroyed Real or Personal Property”, pursuant to RCW 36.21.080, Chapter 84.70, information form Rev. 64 0003-2 (12-92).
 - d. Compiles private property information as required in the Disaster Analysis Report and forwarding reports to State EMD through the Island County DEM.
3. Auditor
 - a. Provides for the identification and preservation of essential records.
 - b. Ensures that disaster related expenditures are made in accordance with applicable laws and regulations.
 - c. Provides staff, as available and required, to support emergency management functions during emergencies and disasters.
 - d. Acts as Section Chief for EOC Administration and Finance Section
4. Board of County Island Commissioners (BOICC)
 - a. The BOICC is responsible for all policy approval relating to the three phases of emergency management: preparation, response and recovery.
 - b. Provides overall direction and control of county emergency management activities by maintaining liaison with the EOC and evaluating the emergency situation.
 - c. Formally declares a local emergency and requests state assistance through the Washington State EOC.

- d. Enacts ordinances to establish policies or regulations necessary for public safety under emergency conditions.
 - e. Appropriates funds to fill emergency needs in accordance with RCW 36.40.180 & RCW 38.52.070(b).
 - f. Following the crisis period, establish priorities for immediate and long-term restoration of services and damage repair.
5. Clerk of the Court
- a. Coordinates security and safe keeping of Superior Court records.
 - b. Provides staff, as available and required, to support emergency court operations during emergencies.
 - c. Coordinates restoration of the services of the Clerk's office in support of court operations.
6. Courts (Superior, District and Juvenile Court Services)
- a. Develop internal contingency plans as considered necessary for the continuation of court services and functions.
 - b. Provide for the identification and preservation of essential court records.
7. Coroner
- a. In the State of Washington, the examination, identification, determination of cause of death, and release of bodies of disaster victims falls within the jurisdiction of the coroner or medical examiner.
 - b. The Coroner, acting in concert with law enforcement, will coordinate the orderly recovery, identification and proper processing of remains, and arrange for ultimate release for internment.
 - c. Make death notification of next of kin. The Coroner will provide guidance on the delegation of this process.
 - d. Ensure security of personal effects of victims.
 - e. The county Coroner may request supplemental assistance for the identification, movement, storage, and disposition of the dead if local resources are exceeded. Such requests are

made to the State Department of Health.

8. Prosecutor

- a. Provide emergency legal advice and assistance to county departments.
- b. Review emergency agreements, contracts, ordinances, and disaster related documents.
- c. Provide for identification and preservation of essential records of the Prosecutor's Office.
- d. Coordinate with the Assigned Counsel office, Island County Jail, and the courts for the continuity of the courts and cases in progress.

9. Sheriff

- a. Generally law enforcement problems are compounded by disaster related community disruption. Under disaster conditions law enforcement activities are the responsibility of the law enforcement agency with jurisdiction.
- b. Law enforcement units supplied by other levels of government will remain under the command of their parent agency; however, they will coordinate with and serve at the pleasure of the requesting jurisdiction. Expanded Police Powers Act of 1983, RCW Chapter 10, empowers local law enforcement agencies to enter into letters of consent with law enforcement agencies in other jurisdictions commissioning officers to carry out law enforcement functions in another jurisdiction.
- c. The Sheriff will train and provide public information officer (PIO) support to incident commanders if requested, the county EOC when activated, or a joint information center (JIC) if formed.
- d. At the time of disaster, the Island County Sheriff will be called upon to perform a wide range of functions including the following:
 - (1) Law Enforcement
 - (a) Provide for the identification and preservation of essential law enforcement records.

- (b) Assist in the warning process by relaying warning information. (Also, depending on the circumstances, this may include public warning by house-to-house alert or use of sirens or public address systems.) Assist in updating the warning plan by providing current law enforcement chain of command and telephone numbers.
 - (c) Assist with the evacuation of persons from threatened or affected areas.
 - (d) Provide direction and control for wilderness and urban search and rescue operations and coordination of organized volunteer units during disaster operations.
 - (e) Control access to the disaster site including roadblocks, as required.
 - (f) Enforce emergency regulations or ordinances enacted by the BOICC.
 - (g) Provide for crowd/looting control.
 - (h) Provide security for the transportation or movement of emergency supplies and victims.
 - (i) Designate and provide an individual representing the agency to serve as liaison in the EOC to coordinate law enforcement or organized volunteer operations, as necessary or as requested.
 - (j) Provide security to the county EOC, as necessary, during disaster operations.
- (2) Corrections Bureau
- (a) Develop internal disaster plans and procedures for the Island County Corrections Facility.
 - (b) Coordinate with the Prosecutor, Courts, and the Assigned Counsel on the continuity of Court operations.
 - (c) Provide food services from the jail kitchen

Island County CEMP
for EOC staff during 24-hour operations
when no other food source is available.

(3) Support Bureau

Monitor all expenditures and use of resources by all bureaus of the department to facilitate documentation of the overall disaster costs for possible reimbursement.

10. Treasurer

- a. Arrange for emergency funding.
- b. Support agency for Support Annex B, Administration and Finance.
- c. Financial
 - (1) Establish a means of recording emergency purchases authorized by the County Commissioners.
 - (2) Provide for essential county services including payroll operations, purchasing, emergency contracts, and payments.
 - (3) In conjunction with General Services Administration, provide fixed assets inventory as needed for damage assessment and equipment replacement.
 - (4) Provide for critical payroll information.
 - (5) Monitors all expenditures and use of resources during an emergency to facilitate documentation of overall disaster costs eligible for reimbursement.

11. General Services Administration (GSA)

- a. Animal Control

GSA will work with contracted animal control services to accommodate increased animal control and sheltering requirements and deal animal disposal actions during and after an emergency.
- b. Risk Management Actions

GSA risk management actions will include preparing county facilities and employees for emergencies through promotion of employee safety programs, building safety and evacuation planning, and program/project risk reviews.

c. Property Management - Island County Fair Grounds

GSA property management actions include working with the County Fair Committee to make fairground facilities available as staging areas for emergency operations and supplies.

d. The GSA motor pool vehicles will be made available to DEM or the EOC transportation coordinator for priority assignment during or after an emergency.

12. Central Services

a. Provides guidance and direction for protection of computer hardware and software. Provide or coordinate emergency repairs to computers. Arrange for and coordinate emergency replacement of computer, automation, and other business equipment.

b. Provide damage assessment of critical county telecommunications and computer services/equipment.

c. Provides for the protection and restoration of essential county data.

d. Maintain and restore telephone services for county government operations. Evaluates county telecommunications requirements under the Washington State Telecommunications Services Priority (TSP) Plan.

e. Provide liaison for information services to the EOC to maintain or adjust telephone and computer configurations to support the county's information needs, including Internet access.

13. Facilities Maintenance

a. Coordinates emergency repair or relocation of county facilities as determined necessary.

b. Provides for emergency repair for EOC to the extent such repair will keep the center operational.

c. Develop and maintain means to expeditiously post warning

and safety information in or on all affected county buildings.

14. Planning and Community Development

a. Building Section

- (1) Serve as the lead agency for the inspection and declaration of unsafe county buildings. Provide technical information on damaged structures.
- (2) Insure shelters meet specified safety standards. Dependent on local circumstances, this may involve a mass movement of mobile homes and/or recreational vehicles in specific areas to provide temporary shelter.

b. Planning Section

- (1) Acts as the lead agency for coordinating hazard mitigation activities as they relate to land use planning, natural resource management, the enforcement of codes, the inspection process, and the issuing of permits.
- (2) GIS - Provide mapping and charting services in support of emergency operations.

15. Public Health

a. Provide and coordinate assessments of disaster impact on essential public health services, including an evaluation of additional special assistance required to meet unique public health needs.

- (1) Monitor the potable water supply to ensure quality is maintained.
- (2) Monitor wastewater treatment operations to reduce groundwater and seawater contamination and the increased risk to public health.
- (3) Detect and identify possible sources of contamination dangerous to the general physical and mental health of the community. Serves in an advisory capacity to DEM, Island County Sheriff, and/or fire services in determining the need for evacuation based on the presence of hazardous substances or other health threats.

- (4) Serves as the lead department coordinating the identification, disease testing, and control of small animal, insect, and rodent populations that increase under certain disaster conditions so as to prevent potential and actual hazards to public health.
- (5) Develop and release, in coordination with the county PIO, public health statements and safety precautions to be observed under certain emergency conditions that pose health threats.
- (6) Provide systematized inspection for health hazards in damaged county or other public buildings.

b. Environmental Health

- (1) Assess environmental damage and the public health threat or potential of emergency incidents.
- (2) Monitor and provide technical advice and limited resources to sewage disposal operations to reduce groundwater and seawater contamination and the increased risk to public health.
- (3) Provide coordination and technical support to water purveyors in the restoration of potable water services.
- (4) Distribute health fact sheets to media, the public, and on-site workers.

16. Human Services

Respond to the humanitarian and personal needs of county employees by referring them to appropriate agencies, organizations, or individuals

17. Public Works

a. Roads and Engineering

The Island County Public Works has overall authority for public works and engineering services activities within in the county. Public Works will maintain systems for the repair and restoration of essential transportation routes, structures, and associated drainage facilities.

- (1) Provide inspection of county roads.

- (2) Remove debris from roadways and provide temporary repair of lightly damaged roads.
- (3) Provide equipment and manpower for emergency flood control operations on public property within the county.
- (4) Provide equipment/manpower, as available, to assist with heavy rescue operations.
- (5) Provide additional manpower, as available, to assist with traffic control during emergency operations.
- (6) Provide sand/dirt, as needed, for diking, sandbagging operations, or for absorption or containment of chemicals or hazardous material spills.
- (7) Provide initial damage estimates for public works and other county facilities.
- (8) Maintain and control access to fuel delivery points for county vehicles, Island Transit, emergency vehicles, utility repair vehicles and some fixed facility power generators.
- (9) Coordinate the compilation of disaster response and recovery related labor, equipment, material, and service costs for post-disaster reporting purposes.
- (10) Serves as project application agent for processing requests for federal financial assistance under PL 93-288, (Public Assistance Program), if a Presidential Declaration is made. The Applicant Agent, or alternate, will act as county agent for recovering disaster funds and grants.

b. Solid Waste

- (1) Coordinate for additional service from contractors and provide increased service from existing facilities following a disaster or emergency to facilitate removal of garbage and debris that may impact the public health.
- (2) As required, open temporary debris and contaminated material collection points.

c. Parks and Recreation

- (1) Makes county park facilities available as staging areas for emergency operations, mass care and temporary housing. Identify additional park properties that can serve as temporary mass care tent sites. Maintain restrooms and other facilities during emergency use.
- (2) Make all Parks and Recreation equipment and personnel available to Public Works to assist with emergency response operations.
- (3) Provides damage assessment of park facilities.

D. Responsibilities - Supporting Organizations, Councils, and Committees

1. Island Transit

- a. Lead agency for Transportation, ESF 1.
- b. When the EOC is activated, Island Transit representative acts as the Transportation Coordinator.
- c. Develop and maintain standing operating procedures (SOP) to support the use of Island Transit resources during an emergency or disaster.
- d. Develop and maintain an available transportation resource list.
- e. Collect “windshield” damage assessment and situation report information and provide that information to the EOC.
- f. Record all costs for transportation related to an emergency or disaster.
- g. Coordinate for emergency fuel sources for vehicles and others assigned. Also, coordinate with Public Works for fuel from Road Shops.

2. Island Communications (ICOM-911)

- a. Accept, process, and dispatch emergency calls for fire, law enforcement or medical emergencies throughout Island County.

- b. Enter information into the database, as required, to document emergency events.
 - c. Refers appropriate disaster related calls from the 911 Center to EOC when the call center is activated.
 - d. Serve as the primary warning point for the National Warning System (NAWAS) and notify emergency management personnel in accordance with established procedures.
 - e. Communicate with the EOC on an informational basis on any matter having an impact on the current emergency or potential emergency.
 - f. Develop and maintain a back-up Public Safety Answering Point (PSAP) and coordinate re-establishment of the 911 system if disrupted by a disaster.
 - g. Develop and maintain appropriate scripts for use with the Emergency Alerting System (EAS). Test EAS capability as required regional and state EAS plans.
 - h. Develop and maintain the county's radio communications system. Determine critical links and develop prioritized emergency restoration plans.
3. Local Emergency Planning Committee (LEPC)
- Support committee for ESF-10, Oil and Hazardous Material Release.
4. American Red Cross (ARC) – Islands Chapter
- a. All ARC services are provided on an individual case-by-case basis to determine the needs of each family or individual. The ARC will provide and finance services to meet human needs in natural and technological disasters. Services provided are:
 - (1) Emergency housing for disaster victims in public or private buildings.
 - (2) Mass feeding for all persons (individuals/families, workers) affected by the disaster.
 - (3) Disaster health services in ARC shelters.
 - (4) Welfare inquiry services.

- (5) Mental health counseling and emotional support to victims and workers by Disaster Mental Health Services.
- (6) The county ARC chapter will keep DEM informed regarding the status of shelters to include locations, number of evacuees per shelter, total number of evacuees registered, and other pertinent emergency information.

- b. Emergency Individual/Family Assistance: This is given on the basis of uniform guidelines and procedures to individuals and families having urgent and verified disaster-caused needs. Those items/services may include:

- Food
- Clothing
- Dry cleaning/laundry
- Emergency transportation
- Cleaning supplies
- Emergency housing
- Emergency minor home repairs
- Household accessories
- Some furniture and appliances
- Emergency health needs

- c. Additional Assistance (AA)

Additional Assistance (AA) may be considered when an individual or family has disaster-caused or disaster-aggravated needs beyond normal emergency assistance. National Red Cross headquarters must be consulted before discussions with clients about additional assistance are initiated.

- d. Presidential Declared Disasters

ARC programs listed above may be modified according to the availability of certain government benefits as additional needs of disaster victims may be met by state and federal disaster assistance programs provided by the Disaster Relief Act of 1974 (Public Law 93-288).

5. Fire Protection Districts and Services

- a. Local fire protection districts have primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions, and for support to

other fire protection agencies if signatories to a mutual aid contract

- b. Conduct light rescue operations and limited rescue operations for on and off-road situations.
 - c. Provide first aid transportation and paramedic services in response to injured persons to include medical triage at mass injury sites.
 - d. Provide personnel and equipment as available to assist law enforcement with public notification, evacuation, and traffic control.
 - e. Provide initial response to and size-up of hazardous materials incidents, and coordinate with proper authorities for response and/or assistance.
 - f. Participate in, or support, the State Fire Mobilization Plan and/or Central Region Fire Mobilization Plan to the level determined by the chief of the district or department.
 - g. Floods: Provides emergency response such as pumping, sandbagging, evacuation, and limited property protection to private and public facilities within departmental capabilities.
6. Support Communications, Radio Amateur Civil Emergency Service (RACES).
- a. Provide radio communication to augment existing local government systems during the crisis period.
 - b. Maintain sufficiently trained volunteers to support the EOC RACES station on a 24-hour basis.
 - c. Provide mobile amateur radio stations and trained operators to deploy to critical Island County sites or facilities.
 - d. Register all FCC licensed operators as Washington State Emergency Workers.
7. Whidbey General Hospital Emergency Medical Service (EMS)
- Provide emergency medical services.
8. School Districts
- a. Develop school district building hazard mitigation and

emergency response plans in accordance with state and district policy.

- b. Provide facilities for public shelter through agreements with the ARC or other community groups.
- c. Provide school situation reports to the EOC.
- d. Provide damage assessment reports to the EOC from field observations of bus drivers and other personnel.
- e. Provide school buses and drivers for emergency transportation or evacuation. Support agency for ESF-1,

VI. PLAN MAINTENANCE

A. REVIEW

1. Annual

The goal will be to conduct a formal review of 25 percent of the plan yearly and publish appropriate changes. However, proposed changes will be accepted anytime. The review may be adjusted to comply with future guidance from the Washington State EMD. Director, DEM will coordinate the initial review of the basic plan.

2. Post Activation

The Basic Plan and applicable ESFs will be reviewed within six months of the most recent EOC activation. Lessons learned will be recommended for incorporation by the agencies responsible for each ESF. DEM will update the basic plan and supporting appendices. Review following activation will satisfy annual review if annual review is scheduled to occur within the twelve-month period following the activation.

B. REVISION

- 1. Major revisions to this plan or policy changes will be submitted to the BOICC for approval. Revisions which clarify existing portions of the plan, that reflect changes in state or federal requirements, or that adjust responsibilities to better reflect organizational capabilities or structure may be made without BOICC action if both of the following conditions are met: there have been no major changes to the concept of operations and the and the revisions cannot be construed as establishing or changing County policy.
- 2. ESFs delineate how the responsibilities listed in the plan are to be carried out. ESFs can be subject to frequent and significant change

in response to new procedures, policies, or technologies, to lessons learned, and to accommodate new organizations or organizational structures. Accordingly, they may be revised by the functional lead agency or agencies with the concurrence of applicable support agencies if consistent with the basic plan and do not change or establish County policy.

3. Changes will be finalized and presented to DEM for appropriate distribution. Generally changes will be consolidated and distributed once each year. A major change due to policy or regulation may be distributed at any time.

C. REPORTS

The DEM will report to the BOICC within six months following the end of each annual review. The report will include a review of how the plan has performed, a summary of revisions, and any recommendations for change requiring BOICC approval.

D. TRAINING AND EXERCISES

1. Training

Within one year from the effective date of this plan, the Director, DEM will develop and implement a training program for county staff that creates and maintains both a heightened awareness of the contents of this plan and enhances their preparedness to conduct disaster management activities.

2. Exercises

This plan will be exercised annually to provide controlled practical experience to those individuals who have disaster response and recovery responsibilities, and to assess any weaknesses in the plan. At a minimum, the exercise schedule and type will comply with state and federal requirements. When appropriate, exercise credit will be requested for the county's activities during an actual disaster. When granted, this exercise credit will satisfy the annual requirement.